

## **JOB DESCRIPTION: Park Security Officer**

### **DEFINITION**

The employee is responsible for the security of parks facilities and performing maintenance tasks of the park system. Though most of this employee's work is specifically outlined, at times instructions to the employee may be somewhat general, and the employee must sometimes use their own judgment and deviate from standard operating procedures to get the job done. This position is hourly/non exempt. The employee is supervised and evaluated by the Park Maintenance Foreman.

### **EQUIPMENT/JOB LOCATION**

The employee will operate city vehicle, tractor, riding and push mowers, weed eaters, chain saws, utility cart, pressure washer, skill saw, hedge clippers, small hand tools. Work is performed both indoors and outdoors. The employee may be exposed to smoke, dust, fumes, loud noises, landscape and garden chemicals, dangerous machinery with moving parts, sharp tools, and may have to work in high places. The work may require lifting of 50 pounds or more. The employee must intermittently sit, stand, stoop, walk, crouch, bend, crawl and climb.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Monitors and patrols the activities, facilities, and grounds within the Portland Parks system;  
Unlock/opens the facilities and grounds;  
Locks/closes the facilities and grounds;  
Checks all building and area before closing and locking the facilities;  
Performs maintenance and cleaning duties when needed;  
Controls lights for all fields;  
Performs minor repairs when necessary;  
Monitors supplies and replenishes when needed; and  
Contacts police to report vandalism or security violations.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Performs maintenance of fields and grounds;  
Maintains vehicle; and  
Performs other related duties as assigned.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge of the correct and safe operations of vehicles and equipment;  
Knowledge of parks security;

Knowledge of materials, equipment and tools used to perform work;  
Knowledge of the City's personnel policy, other policies and procedures, basic safety practices and OSHA regulations;  
Ability to read, write and understand directions, both oral and written;  
Ability to work in dust, noise, smoke, fumes, in high places, and in any weather conditions if necessary;  
Ability to establish and maintain effective working relationships: and  
Ability to be "on call" nights and weekends, and as often as necessary.

### **QUALIFICATIONS**

High School Diploma (or approved equivalent);  
One year previous in park security preferred;  
Must have a good work and attendance record; and  
Must hold a valid Tennessee Drivers License.